

Exempt Staff Hiring Process – DRAFT

1. Obtain permission to hire; Hiring Supervisor (HS) contacts Human Resources (HR) and obtains a hiring packet. HS submits a completed Employee Requisition Form* (ERF) to HR (make sure budget funds are available) with attached job description and advertisement (available from HR) for approval; submit Screening Committee (SC) member list to AA/EEO for approval (make sure that these individuals want to serve); approved SC trained by AA/EEO within 2 weeks following approval; advertise (minimum of 6 working days); SC develops grid criteria based upon job advertisement and submits to AA/EEO for approval within 2 weeks following advertisement of the position; HS develops phone interview questions and reference questions and submits to AA/EEO for approval within 2 weeks following advertisement of the position. HR and HS exchange e-mails during the entire hiring process to ensure open communication.

2. HR collects applications until position is filled; screens applicants based on minimum qualifications starting on review date until position is filled; submits applications to AA/EEO within 2 weeks of review date for pool approval; AA/EEO notifies HR of pool compliance status. If pool is disapproved, HS will be notified by HR and instructed to send an electronic statement to AA/EEO justifying why he/she does or does not want to proceed with the hiring process.

3. HR notifies SC chairperson that applications are ready and are to be picked up within 5 working days.

4. SC reviews the applications using the grid criteria (do not use numbers; use check marks only); SC develops strengths & weaknesses on three to five candidates and completes reference checks (written documentation). SC submits results electronically to HS. SC submits all documents including applications, notes, reference checks, strengths and weaknesses, and grid criteria to HS. SC's involvement is complete at this point unless additional applications are to be reviewed.

5. HS submits the Phone Interview Request Form * to HR and copies the appropriate VP (requires approved phone interview questions be used and answers documented). HR notifies HS when phone interviews are scheduled to be conducted. HS develops on-site interview questions and submits to AA/EEO for approval prior to a request being submitted to hold an on-site interview. HS emails the completed Interview Request Form* (IRF) with the interview packet (completed grid, summary of reference question responses, and phone interviews if held), and applications requesting approval and/or comments to the appropriate VP. Allow a minimum of 2 weeks notice (preferably 3 weeks) to invite the top candidate for an on-site interview to reduce travel costs. An additional candidate may be invited only with appropriate VP and HR approval.

6. The appropriate VP reviews the interview packet and approves the IRF* by email to HR and the HS.

7. HR contacts applicant with an offer to interview; once the candidate accepts an interview, HR makes the necessary travel arrangements (airline, rental car, and hotel). Some travel arrangements are not paid by WNMU based upon position.

8. HR organizes the interview day using the dates and times listed on the IRF*. HS schedules appropriate facilities and notifies HR of venues. HR notifies candidate as well as all participants in the interview process.

9. After the interview, HS collects and collates the feedback and constructs a consolidated strengths and weaknesses memo (comments must be job-related and specific to the qualifications of the candidate compared to those required for the position); the strengths and weaknesses memo is emailed to the appropriate VP, HR, and AA/EEO. All documents including applications, notes, reference checks and responses, and any other written and/or audio/video materials are returned to HR within 2 weeks of completion of the interview.

10. HS discusses strengths, weaknesses, and terms of verbal offer with the appropriate VP.

11. HS sends an email to HR requesting approval prior to making a verbal offer to the selected candidate. Offer should include salary as advertised and requested start date. Candidate must be authorized to work in the U.S. (I-9 Form*). Once HR has approved verbal offer and candidate has accepted, HS submits an All in One Contract Request Form* with an attached Required Employee Information Form * (completed by candidate) to the appropriate VP for approval. The appropriate VP sends the contract request to HR. HR issues a written contract of employment to the candidate. HS sends new staff member to Payroll to complete new hire paperwork prior to first day of employment.